

# CIVIL RIGHTS REVIEW COMPLIANCE SELF-EVALUATION

Office of Public Instruction  
Division of Career and Technical Education

School District \_\_\_\_\_

Person/Title Completing Evaluation \_\_\_\_\_

Date \_\_\_\_\_

Directions: Please complete this form by placing an "X" in either the Yes or No box. Responses should be based on supporting documentation kept on file at the local school district. Please also provide a statement of clarification or further explanation where requested. **Return this completed evaluation to the OCR Consultant prior to the on-site review.**

## Section A: ADMINISTRATIVE

1. ☐ Yes ☐ No Does your school district take continuing steps to notify students, parents, employees, applicants, and unions or professional organizations holding collective bargaining or professional agreements with your district that it does not discriminate on the basis of race, color, national origin, sex, or disability?

Please cite examples of how this is done.

2. ☐ Yes ☐ No Does your high school have at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Section 504, Title II, and Title IX?

If yes, please provide the identify of this (these) employee(s).

Section 504 Coordinator \_\_\_\_\_

Title IX Coordinator \_\_\_\_\_

3. ☐ Yes ☐ No Prior to the beginning of each school year, does your school district issue an appropriate public announcement (e.g., in a local newspaper) which advises students, parents, employees, and the general public that career and technical education opportunities will be offered without regard to gender, race, national origin, or disability? Does this public announcement contain the name, school address, and phone number of the person(s) designated to coordinate Section 504 and Title IX?

Please enclose a **copy** of this public notification and a date when it was published.

4. ☐ Yes ☐ No Does your school district have a published grievance procedure providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability?

Please cite in what publications this grievance procedure may be found.

## **Section B: ACCESSIBILITY AND COMPARABLE FACILITIES**

1. ☐ Yes ☐ No Does your high school(s) operate its vocational programs or activities so that the programs or activities, when viewed in its entirety, are readily accessible to persons with disabilities?

2. \_\_\_\_\_ When was the high school(s) you presently occupy originally built?

3. ☐ Yes ☐ No Has your high school(s) added to, modified, or renovated the physical plant since it was originally built?

If the answer is Yes, what date(s) and where were modifications, renovations, and/or additions done?

4. ☐ Yes ☐ No Are there any areas in your high school that are not presently readily accessible to persons with disabilities?

If the answer is Yes, please describe what area(s).

5. ☐ Yes ☐ No Are comparable facilities provided for both genders and for students with disabilities?

Please describe how these are provided.

## **Section C: ADMISSIONS**

1. ☐ Yes ☐ No Does your high school(s) have any criteria controlling student eligibility for admission to career and technical education programs that unlawfully discriminates on the basis of race, color, national origin, gender or disability?

If the answer is Yes, please explain.

2. ☐ Yes ☐ No Does your high school(s) provide language-related support services to its limited English speaking students?

Please explain how this is done.

## **Section D: COUNSELING AND PREVOCATIONAL PROGRAMS**

1. ☐ Yes ☐ No Have the recruitment and promotional materials used in the counseling area succeeded in eliminating stereotypes based upon race, color, national origin, gender, or disability?

Please explain what efforts your school has taken to succeed in eliminating these stereotypes.

2. ☐ Yes ☐ No Does the high school ensure that counselors can communicate with students with limited English proficiency?

Please explain how this is achieved.

3. ☐ Yes ☐ No Does the high school ensure that counselors can communicate with hearing-impaired and vision-impaired students?

Please explain how this is achieved.

4. ☐ Yes ☐ No Are all students counseled/directed to enroll in career and technical education programs regardless of their race, color, national origin, gender, or disability?

Please explain how this is achieved.

5. ☐ Yes ☐ No Does the high school ensure that any disproportionate enrollment in career and technical education programs does not result from unlawful discrimination in counseling activities?

Please explain how this is achieved.

## **Section E: SERVICES FOR STUDENTS WITH DISABILITIES**

1. ☐ Yes ☐ No Are students with disabilities placed in regular career and technical education instructional settings or programs?

Please explain how this placement is determined?

2. ☐ Yes ☐ No Would the use of supplementary aids and services enable such students to participate satisfactorily in regular programs?

What supplementary aids and services are now being used for this purpose and what plans does your school have for improving upon them?

3. ☐ Yes ☐ No Do placement decisions draw upon information from a variety of sources, for example, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior?

Please elaborate.

4. ☐ Yes ☐ No Are tests and other materials validated?

Please explain.

## **Section F: WORK STUDY, COOPERATIVE CAREER AND TECHNICAL EDUCATION, JOB PLACEMENT, AND APPRENTICESHIP TRAINING**

1. ☐ Yes ☐ No Does the school make opportunities in its work study, cooperative career and technical education and job placement programs available to students without regard to race, color, national origin, gender, or disability?

Please comment on how this is done

2. ☐ Yes ☐ No Are assurances of nondiscrimination - on the basis of race, color, national origin, gender, or disability - contained in written work study/cooperative agreements and work experience programs that are signed by the school and the employer?

Comments:

3. ☐ Yes ☐ No Does the school ensure that students placed in cooperative career and technical education, work study or job placement programs receive equal treatment with regard to task assignment, numbers of hours worked, responsibility levels, and pay?

Please comment on how this is done.

## **Section G: EMPLOYMENT OF FACULTY AND STAFF**

1. ☐ Yes ☐ No Does the school district engage in any employment practice (e.g. hiring, promotion, assignment, training, etc.) that discriminates on the basis of race, color, national origin, or gender?

Please comment.

2. ☐ Yes ☐ No Does the school district provide a notification of nondiscrimination in employment announcements, including information on identifying and contacting the designated Title IX and Section 504 coordinator(s)?

Please explain how this is done.

3. ☐ Yes ☐ No Does the school district provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or employee?

Please explain how this is done.